

NATIONAL RISK MANAGEMENT RESEARCH LABORATORY
Environmental Technology Verification Funding Announcement

AGENCY: ENVIRONMENTAL PROTECTION AGENCY (EPA),
National Risk Management Research Laboratory,
Environmental Technology Assessment, Verification,
and Outcomes Staff (ETAVOS)

ANNOUNCEMENT TYPE: Initial

FUNDING INSTRUMENT: Cooperative Agreement

NUMBER: EPA-ORD-NRMRL-CI-09-11

TITLE: Environmental Technology Verification (ETV)
Advanced Monitoring Systems (AMS) Center

ACTION: Request for Applications (RFA)

CFDA NO: 66.511 (Catalog of Federal Domestic Assistance
(CFDA)

CATEGORY OF FUNDING: Environment

DATES: The closing date and time for receipt of proposals is
December 15, 2009, 4:30 p.m. EST. All applications must be postmarked or submitted electronically
through email as described in Section IV., by the closing date and time to receive consideration. No late
applications will be accepted.

To allow for efficient management of the competitive process, EPA requests submittal of an informal
notice of an Intent to Apply by November 30, 2009. Submission of Intent to apply is optional; it is a
process management tool that will allow EPA to better anticipate the total staff time required for efficient
review, evaluation, and selection of submitted proposals.

SUMMARY OF PROGRAM REQUIREMENTS

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SUMMARY OF PROGRAM REQUIREMENTS

The U.S. Environmental Protection Agency is soliciting applications from eligible applicants to operate the Environmental Technology Verification (ETV) Advanced Monitoring Systems (AMS) Center. ETV provides objective, quality-assured performance verifications of technologies across a broad spectrum of environmental and homeland security technology categories. The ETV Centers are the industry leaders in conducting verifications and help organizations, industries, businesses, states, communities, and individuals make better informed decisions when selecting new environmental technologies. The AMS Center verifies the performance of commercial-ready technologies that monitor contaminants and natural species in air, water, and soil.

NUMBER OF AWARDS: One
FUNDING:
FLOOR: \$0
CEILING: \$2,000,000

EPA anticipates awarding one cooperative agreement from this announcement. Funding of the ETV cooperative agreement shall be **subject to availability of funding**. EPA anticipates that the funding range of the AMS Center agreement will be from \$0-\$1,000,000/year plus any "program income" the successful applicant generates from fees it charges for technology verifications. The Agency expects the Maximum potential funding range over the two year period will be from \$0-\$2,000,000 depending on the amount of program income.

GEOSPATIAL INFORMATION: Not Applicable

PROGRAM INCOME: Applicable

The recipient will have the opportunity to generate program income under the ETV Center. Rough per year averages over the past four years, including in-kind and cash, are \$300K. While program income is part of ETV agreements, EPA does not guarantee specified levels of program income.

CATEGORY OF FUNDING: Environment

COST SHARING OR MATCHING: Not required, but Encouraged and Evaluated under Section V

ELIGIBILITY INFORMATION: Programs under CFDA 66.511 are available to each State, territory and possession, and Tribal nation of the United States, including the District of Columbia, for public and private State universities and colleges, hospitals, laboratories, State and local government departments, and other public or private nonprofit institutions and in some cases, individuals who have demonstrated unusually high scientific ability. **Profit-making firms are not eligible to receive awards under this announcement.** Eligible nonprofit organizations include any organizations that meet the definition of nonprofit in OMB Circular A-122 (codified at 2 CFR Part 230) . However, nonprofit organizations described in Section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act of 1995 are not eligible to apply. Universities and educational institutions must be subject to OMB Circular A-21 (codified at 2 CFR Part 220).

APPLICATION INFORMATION:

Applicants may submit either a hard-copy printed application or an electronic application through email (but not both) for this announcement. Instructions for both forms of submission follow in Sections IV.B. and IV.C. Grant application forms can be found at <http://www.epa.gov/ogd/AppKit/application.htm>

AGENCY CONTACT:

Electronic Access Problems: Cynthia Johnson (513) 569-7873; email: johnson.cynthia@epa.gov

Link to Full Announcement:

<http://www.grants.gov>

<http://www.epa.gov/nrmrl/tech/funding.html>

I. FUNDING OPPORTUNITY DESCRIPTION

A. Background

The Environmental Technology Verification Program (ETV) was started by the U.S. Environmental Protection Agency in October 1995 to generate independent and credible data on the performance of innovative environmental technologies that have the potential to improve protection of public health and the environment. The purpose of this program is to help organizations, industries, businesses, states, communities, and individuals make better-informed decisions when selecting new environmental technologies. Through its six centers, ETV provides objective, quality-assured performance verifications of technologies across a broad spectrum of environmental and water security technology categories. The AMS Center is a leader in conducting verifications and, to date, has verified more than 129 technologies.

ETV has been designed with the active participation of environmental technology information customers convened into separate stakeholder groups by the cooperative agreement partners. Stakeholders are selected to represent the interests of technology developers, technology buyers, consulting engineers, academia, financial interests, industry associations, public interest groups, local governments, etc. The stakeholder groups help centers develop priority technology categories, develop test protocols, and plans, review test reports, conduct testing and proper results. Vendors voluntarily submit their technologies for testing and routinely pay a significant portion of the verification costs through bilateral agreements with the ETV cooperators.

EPA provides technical and quality assurance oversight of the activities of the cooperators, as well as technical input and extensive program outreach and management of the ETV web site. Cooperators also post the results of technology verifications on their own web sites. Program results have been widely used by vendors in marketing their technologies, purchasers in making purchase decisions, and state regulators in permitting environmental technologies. The ETV Program has gained national acceptance as an important means of evaluating commercial-ready environmental technology. All clients of verification information have come to expect high quality and timely results that can be trusted.

B. Objectives

The US EPA Office of Research and Development (ORD) provides financial and technical assistance for the ETV Program. The AMS Center is one of the six ETV centers. This Center produce credible data concerning market-ready environmental technologies using protocols and test/QA plans developed by ETV cooperators with input from the stakeholders and EPA. The Center's mission targets the evaluation of commercial-ready monitoring technologies with potential to address high-risk environmental problems. Quality assurance, cost sharing, transparency, and stakeholder involvement are fundamental operation principles of ETV. Technology categories are prioritized based on the importance of the problems the Center wants to address, commercial availability, availability of test methods, interest of developers/vendors to pay a portion of verification costs, and potential market demand for technology: Technology areas currently addressed by ETV centers can be viewed at ETV Program's website at: <http://www.epa.gov/etv/>

ETV Advanced Monitoring Systems Center (AMS): The Center was established in 1997, and verifies the performance of commercial-ready technologies that monitor contaminants and natural species in air, water, and soil. The center tests both field-portable and stationary monitors, as well as innovative technologies that can be used to describe the environment (site characterization). Some of the historical technology categories verified are as follows: ambient air sensors and monitors, emission sensors and monitors, test kits for toxic, biological, and chemical contaminants in water, remote leak detection technologies, and air and water sampling technologies.

Description of historical activities associated with all ETV Center operations: The cooperator will function as the ETV AMS Center verification partner organization. Activities and responsibilities of the Center's verification organization include establishing a stakeholder group and technical panels to help in prioritizing technology categories to verify and help in developing testing protocols. The protocols are increasing in scope to meet stakeholder and sustainability needs. The Center develops performance metrics for testing as well as sustainability metrics for helping evaluate long-term and cross-media impacts of the technologies. The Center also manages and arranges contractual agreements with vendors for testing, manages technology testing and information collection, and writes ETV reports and summary statements. EPA is not a party to the contracts between the Center and the technology vendors. The Center seeks co-funding and in-kind support for verification by establishing collaborations with interested parties; such as, state and local government and trade organizations to help defray cost of verification. The Center provides outreach for Center activities and tracks outcomes for Center impact. The Center also helps make ETV internationally relevant by establishing relationships with several other ETV organizations formed and forming in other countries and regions of the world.

Additional activities and responsibilities generally performed by Centers are described in the ETV quality Management Plan (QMP), (<http://www.epa.gov/etv/pubs/ETV-02-QMP.pdf>) (62 pp, 3.25 MB). This document sets forth management systems and collection and evaluation of environmental data procedures for the ETV program. The ETV Logo Use Guidelines contains guidelines for using the ETV name and logo. This document is used in tandem with the ETV QMP to assist cooperators with program operation. Each applicant will be responsible for proposing a QMP and operating the ETV Center in accordance with the approved QMP.

Description of Program Income: Program income means gross income earned by the recipient that is directly generated by the EPA supported activity or earned as a result of the award during the project period. In the past, ETV Centers have generated program income from sources under the agreement through fees charged to vendors for verification testing of their technologies. Program income may be a method of cost sharing. It is generated from revenue involving federal or non-federal contracts or agreements with the recipient organization. Program Income will be used to carry out eligible and allowable project or program objectives.

Program Income is very important because of award of this new cooperative agreement shall not guarantee funding by the US EPA. Funding is expected to be \$1,000,000 per year and up to \$2,000,000 over a two year period of performance subject to the availability of funding. The cooperative agreement recipient must anticipate and plan for funding of activities under the assistance agreement to be covered by program income generated from sources such as vendors/manufacturers or other partners and collaborators. A statement concerning program income must be added to the budget justification, and estimated dollar amounts must be included in the appropriate categories in the budget table (see Section III of this announcement). Examples of Program Income: A very important activity for the recipient organization is the solicitation of technology developer/vendor proposals or developer/vendor products for evaluation, and to develop agreements for verification tests with technology developers/vendors and other collaborators, including cost sharing agreements. Revenues from contracts with vendors paying for verification testing would be an example of program income. Other examples are set forth below. These are not set forth for recipients to propose, but as information to assist with application preparation:

- Federal organization contracts with recipient organization to develop ETV protocol for lead test kits.

- Scientific Council provides funds (via contract or grant) to recipient organization to help pay for verification of remote sensing devices.
- State organization contracts with recipient to verify 5 distributed generation power facilities.
- Federal organization contracts with recipient organization to verify a monitor for screening ballast water exchange.
- Federal organization offers facility and lab analytical services to verify ammonia and hydrogen sulfide continuous emission monitors (CEMs).
- State organization provides grants to recipient organization to verify mercury CEMs.
- EPA Region provides funds via contract to recipient organization to help verify estrogen detection kits.

A very important activity for the partner verification organization (cooperative agreement recipient) is the solicitation of technology developer/vendor proposals or developer/vendor products for evaluation, and to develop agreements for verification tests with technology developers/vendors and other collaborators, including cost-sharing agreements. Award of this new cooperative agreement shall not guarantee expectation of funding by the US EPA. An EPA funding range of \$0 to \$1,000,000 per year for a two year period of performance is currently contemplated. The cooperative agreement recipient(s) must anticipate and plan for funding of activities under the assistance agreement to be covered by program income generated from vendors/manufacturers or other partners and collaborators. For purposes of proposing, all applicants should price proposal up to the maximum potential value of \$1,000,000 per year for the two-year period of performance exclusive of any recipient cost share. Therefore, if a recipient proposes \$300K cost share/in-kind contribution per year, the per year budget proposed would be \$1,300,000 and the total budget would be \$2,600,000 over the two year period of performance. Recipient cost share is not mandatory, but will be evaluated in accordance with Section V. of this announcement.

C. EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs

1. Linkage to EPA Strategic Plan: Tasks under the AMS Center are supported by EPA Strategic Plan's Goal 5 "Compliance and Environmental Stewardship; Objective 5.4, "Enhance Science and Research," Subobjective 5.4.2, "Conducting Research." Performance Results Code (PRC) 504FA9.

Also supported are the following goals:

Goal 1, "Clean Air and Global Climate," Objective 1.6, "Enhance Science and Research,"

Goal 2, "Clean and Safe Water," Objective 2.3, "Enhance Science and Research,"

Goal 3, "Healthy Communities and Ecosystems," Objective 4.5, "Enhance Science and Research,"

Goal 4, "Land Preservation and Restoration," Objective 3.3, "Enhance Science and Research."

The successful applicant will conduct verification testing at it's facility or oversee testing performed by field testing organizations and resolve problems as may be encountered. The result will be validated environmental technology into the commercial market place to solve environmental problems in air, water, and soil.

2. Environmental results (Outputs/Outcomes)

a. **Outputs:** The term "output" means an environmental activity, effort, and/or associated work product related to an environmental goal and objective that will be produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during an assistance agreement funding period. Expected outputs from the project(s) to be funded under this announcement may include the following:

Anticipated outputs: Anticipated outputs of this activity include a minimum of three published verification reports and statements for technologies within the scope of the center, assuming that funding is generated through program income. Additional studies and reports would be expected if EPA funding is provided in the assistance agreement to supplement the program generated income.

The outputs of this agreement will consist of generic verification protocols, test plans (T/QAPS), verification statements, and verification reports on the results of testing to verify performance of environmental technologies.

Outreach to users of the outputs is a significant activity under the ETV Program. It should be anticipated that annually several public presentations be made to stakeholders and user groups concerning the activities and current studies conducted by the Center. Progress reports and a final report will also be required output, as specified in Section VI., of this announcement, "Reporting Requirement."

b. **Outcomes:** The term "outcome" means the result, effect or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. Outcomes may be environmental, behavioral, health-related, or programmatic in nature, but must be quantitative. They may not necessarily be achievable within an assistance agreement funding period. Projects to be funded under this announcement are expected to produce at least one, and preferably all, of the following environmental outcomes:

Anticipated Outcomes: Intermediate outcomes from the Center's efforts are anticipated concerning: pollutant or emission reduction, resource conservation, financial and economic, regulatory compliance, technology use and acceptance, and scientific advancement. The partner verification

organization(s) (Cooperative agreement recipient(s)) shall also track outcome impact incidents using a reporting database that is currently being prepared by EPA under the ETV Program. Long term outcomes such as environmental and public health improvements are also anticipated, but will probably require a longer time horizon than the agreement life to demonstrate.

D. Supplementary Information.

1. Statutory Authorities: The statutory authority for funding this assistance agreement is found in the following:

National Environmental Policy Act (NEPA): NEPA is applicable to all Centers when work is performed internationally.

Clean Air Act – Section 103: The statute authorizes research, investigations, demonstration, experiments, and studies. This statute authorizes the Administrator to make grants to conduct and promote the coordination and acceleration of projects relating to the causes, effects, extent, prevention and control of air pollution.

Safe Drinking Water Act (SDWA), as Amended Section 1442: Allows for the award of assistance for research, investigations, training, demonstrations, etc. for projects providing for a dependably safe supply of drinking water to the public.

Solid Waste Disposal Act (SWDA), Section 8001: This statute authorizes experiments, surveys, investigations, research, demonstrations, training. This statute authorizes the Administrator to make grants for the support of projects related to solid waste.

Clean Water Act Section 104. The statute authorizes research, investigations, demonstration, experiments, and studies relating to the causes, effects, extent, prevention, reduction, and elimination of water pollution.

NOTE: NEPA§102(2)(F) recognizes the worldwide and long-range character of environmental problems and, where consistent with the foreign policy of the United States, lend appropriate support to initiatives, resolutions, and programs designed to maximize international cooperation in anticipating and preventing a decline in the quality of mankind's world environment.

II. AWARD INFORMATION

A. Anticipated Funding: The total estimated funding expected to be available for awards under this competitive opportunity is approximately \$0-\$2,000,000 subject to the availability of funding and the successful applicant's ability to generate program income. Recipient cost share and in-kind contribution shall be in addition to the proposed budget.

B. Partial Funding: In appropriate circumstances, EPA reserves the right to partially fund proposals by funding discrete portions or phases of proposed projects. If EPA decides to partially fund a proposal, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the proposal, or portion thereof, was evaluated and selected for award, and therefore maintains the integrity of the competition and selection process.

C. Program Income: Program income is generated under the agreement primarily through fees charged to vendors for verification testing of their technology. Rough per year averages over the past four years, including in-kind and cash for the AMS Center, are \$300K. EPA does not guarantee specified levels of program income.

D. Number of Awards: EPA anticipates award of one cooperative agreement under this announcement ranging in value from approximately \$0-\$2,000,000, subject to the availability of funds and quality of evaluated proposals and the successful applicant's ability to generate program income. Recipient cost share and in-kind contributions will be proposed in addition to the range set forth above. In addition, EPA reserves the right to make no awards or additional awards under this announcement, consistent with Agency policy, availability of funding and quality of applications. Any additional selections for awards will be made no later than six months after the original selection date.

E. Project Periods: The estimated project period for the award resulting from this solicitation will be as follows: **October 1, 2010 – September 30, 2012**

F. Funding Type: The funding for selected projects will be in the form of a cooperative agreement. Cooperative agreements permit substantial involvement between the EPA Project Officer and the selected applicants in the performance of the work supported.

G. Anticipated Substantial Federal Involvement: Although EPA will negotiate precise terms and conditions relating to substantial involvement as part of the award process, the anticipated substantial Federal involvement for this project is anticipated to be:

- Close monitoring of the successful applicant's performance to verify the results proposed by the applicant and internal quality records;
- Reviewing and commenting on the representativeness of the types of organizations the recipient selects for stakeholder participation (the final decision on the stakeholders rests with the recipient and EPA will not recommend that the recipient include a particular organization in the stakeholder group);
- Quality assurance support reviews and approves verification organization quality management plan, test plans, and protocols;
- Review and comment on verification reports (the final decision on the content of reports rests with the recipient);
- Approval of verification summary statements to EPA quality and technical requirements are met;
- As otherwise noted in the Environmental Technology Verification Program Quality Management Plan on line at <http://www.epa.gov/etv/pubs/ETV02QMP.pdf> .

III. ELIGIBILITY INFORMATION

A. Proposals will be accepted from States, local governments, territories, Indian Tribes, and possessions of the U.S., including the District of Columbia, international organizations, public and private universities and colleges, hospitals, laboratories, other public or private non-profit institutions.

Non-profit organization, as defined by OMB Circular A-122, means any corporation trust, association, cooperative, or other organization which: (1) is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest; (2) is not organized primarily for profit; and (3) uses its net proceeds to maintain, improve, and/or expend its operations. For this purpose, the term “non-profit organization” excludes (i) colleges and universities; (ii) hospitals; (iii) state, local, and federally-recognized Indian tribal governments; and (iv) those non-profit organizations which are excluded from coverage of this Circular in accordance with paragraph 5 of the Circular.

Non-profit organizations described in Section 501 of the Internal Revenue Code that engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act of 1995 are not eligible to apply.

B. Cost Sharing or Matching: There is no statutory or regulatory match requirement under the statutes cited in this announcement. Eligible and allowable voluntary contributions of funds and/or in kind contribution of resources will be treated as cost shares under 40 CFR 30.23. Cost sharing is encouraged and will be evaluated in accordance with Section V. of this announcement.

C. Threshold Eligibility Criteria: These are requirements that, if not met by the time of application submission, will result in elimination of the application from consideration for funding. Only applications from eligible entities (see Section III.A. above) that meet **all** of the following criteria will be evaluated against the ranking factors in Section V of this announcement. Applicants deemed ineligible for funding consideration as a result of the threshold eligibility review will be notified within 15 calendar days of the ineligibility determination.

1. Administrative Eligibility Criteria:

a) Applications must substantially comply with the application submission instructions and requirements set forth in Section IV of this announcement or else they will be rejected. However, where a page limit is expressed in Section IV with respect to the application, pages in excess of the page limitation will not be reviewed.

b) Applications must be received by EPA through one of the specified methods in Section IV on or before the application submission deadline published in Section IV of the announcement. Applicants are responsible for ensuring that their application reaches the designated person/office specified in Section IV of the announcement by the submission deadline.

c) Applications postmarked after the submission deadline will be considered late and returned to the sender without further consideration unless the applicant can clearly demonstrate that it was late due to EPA mishandling. For hard copy or e-mailed submissions, where Section IV requires application receipt by a specific person/office by the submission deadline, receipt by an agency mailroom is not sufficient. Applicants should confirm receipt of their application with **Cynthia Johnson at (513) 569-7873** or by email at Johnson.cynthia@epa.gov as soon as possible after the submission deadline—failure to do so may result in the application not being reviewed.

d) Congress has prohibited the use of federal funds to award grants to the **Association of Community Organizations for Reform Now (ACORN)** or any of its affiliates, subsidiaries, or allied organizations and therefore in order to be eligible for funding consideration under this competition all applicants must affirmatively indicate in their proposal that they are not subject to this prohibition. In

addition, since this funding prohibition applies to subawards/subgrants and contracts awarded by grantees, applicants must consider it when preparing proposals.

2. Relevance of Eligibility Criteria: Proposals that are found administratively acceptable will be subjected to a review for relevancy. Proposals will be rejected if they are found to lack relevance. Proposals must be responsive to the project description in Section I. An example of a proposal that is non-responsive includes:

Application does not propose to operate the AMS Center as described in Section I.

Applications will be reviewed for threshold eligibility purposes prior to initiation of the technical and programmatic reviews under Section V. Proposals from ineligible applicants or proposals that do not meet the eligibility criteria set forth above will be returned without further review within 15 calendar days of the date of the ineligibility determination.

3. Program Income (40 CFR 30.24 and 40 CFR 31) Eligibility Criteria: the applicant must demonstrate the ability to generate program income. Applicants who are unable to demonstrate the ability to generate program income will be found ineligible. Demonstration of the ability to generate program income is a mandatory criterion for award consideration. A statement concerning program income must be added to the budget justification and estimated dollar amounts must be included in the appropriate categories in the budget table. Applicants' proposals that do not include estimates of program income and the means for obtaining program income will be considered non-compliant and rejected. Furthermore, the effectiveness of applicants' plan for generating program income will be evaluated in accordance with Section V. For examples and more information on program income, see Section I of this announcement.

IV. APPLICATION AND SUBMISSION INFORMATION

Applicants must submit a complete, detailed application to include all of the documents described in Section IV.A. below regardless of the mode of transmission. Additional guidance on completing the documents is available at EPA's Office of Grants and Debarment (<http://www.epa.gov/ogd/>). Applicants may submit either a hard-copy printed application or an electronic application through email for this announcement (but not both). Instructions for both forms of submission follow in Sections IV.B and IV.C.

A. Application Materials:

The application is made through submission of the materials described below. ***It is essential that the application contain all information requested and be submitted in the formats described.*** The application must contain the following items:

1. Application for Federal Assistance (SF-424): Complete the form. There are no attachments. Please be sure to include the organization fax number and email address in Block 5 of the SF-424.

This form will be the *first page* of the application. Instructions for completion of the SF-424 are included with the form. (However, note that EPA requires that the entire requested dollar amount appear on the 424, not simply the proposed first year expenses.) The form must contain the original (or electronic) signature of an authorized representative of the applying institution. Please note that both the Principal Investigator and an administrative contact are to be identified in Section 5 of the SF-424. The applicant's DUNS number must be included. (See Section VIII for instructions on obtaining a DUNS number.)

2. Budget Information for Non-Construction Programs (SF-424A): At a minimum complete

Section B- Budget Information and Section F-Other Budget Information. The total amount of federal funding requested for the project period should be shown on line 5(e) and on line 6(k) of SF-424A. If indirect costs are included, the amount of indirect costs should be entered on line 6(j). The indirect cost rate (i.e., a percentage), the base (e.g., personnel costs and fringe benefits), and the amount should also be indicated on line 22.

For purposes of developing project budgets, EPA anticipates providing up to \$1,000,000 for one year. However, the budget should be increased dependent on any voluntary cost share or program income being proposed and evaluated in Section V.

If amounts are budgeted for subcontracts, provide a description of the work that will be subcontracted and an explanation of why it must be subcontracted. Indicate whether the subcontracts will be awarded competitively or if not, what justification exists to make a noncompetitive award.

Describe the basis for calculating the personnel, fringe benefits, travel, equipment, supplies, contractual support, and other costs identified in the itemized budget and explain the basis for their calculation. (Special attention should be given to explaining the "travel," "equipment," and "other" categories.). For any proposed equipment, identify any tangible non-expendable personal property to be purchased which has an estimated cost of \$5,000 or more per unit and a useful life of more than one year. (Personal property items with a unit cost of less than \$5,000 are considered supplies.) Tips for preparing the budget support can be found at <http://www.epa.gov/ogd/recipient/tips.htm>.

3. Key Contact List: EPA Key Contacts Form 5700-54 should include the Principal, Co-Investigators, and administrative contacts. A copy of this form should also be completed for major sub-agreements (contacts at the institutions of primary co-investigators).

4. Project Narrative and Supporting Documentation: The Project Narrative and Supporting Documentation should be readable in PDF, MS Word or Word Perfect WP6/7/8 for Windows and consolidated into a single file. The project narrative: The applicant's proposal must be submitted in English and must not exceed twenty (20) consecutively numbered (bottom center 8.5X11-inch pages of single-spaced, standard 12-point type with 1-inch margins. This page limitation shall include all text, tables, figures, references, attachments, and appendices. It does not include the materials requested below in items b, c, or d. A detail narrative consisting of the items shall be provided:

a. The project narrative is the technical proposal that discusses the technical approach and organizational capabilities for accomplishing the goals stated under the Funding Opportunity in Section I. In developing the project narrative, the applicant must focus on Technical Evaluation Criteria set forth in Section V. and structure the proposal to address each in the order listed.

The description of the research approach, planned outputs, and schedule shall not exceed 30 pages of 12-pt type.

- i. Project Summary/Approach: The summary shall contain the following components: Detailed project summary to include a description of specific actions, methods, and timelines to be undertaken to carryout the tasks set forth in Section I.B. Discuss all aspects of the verification program and all factors that will be used to select technology areas to be verified and to prioritize the order in which the protocols, test/QA and testing will be implemented, including: importance of environmental problems, potential market for technology to be verified, potential for achieving participation of stakeholder groups, obtaining vendor participation, vendor selection methodology, technology prioritization, and any other relevant factors
- ii. Description of the associated work products to be developed

- iii. Description of an approach to helping make ETV internationally relevant, including fostering relationships with other country ETV programs which lead to co-verifications, co-protocol development
- iv. Description of an approach to including sustainability and outcome metrics in evaluating new environmental technologies
- v. Explanation of project benefits to the public, and specifically the potential audience(s) *served*
- vi. Description of the roles of the applicant and partners, if any
- vii. Description of the applicant's organization and experience related to the proposed project
- viii. Description of staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project as it relates to the Center for which the offeror is proposing.
- ix. Budget and estimated funding amounts for each work component/task. This section provides an opportunity for narrative description of the budget or aspects of the budget found in the SF-424A such as "other" and "contractual"
- x. A detailed plan for generating program income including outreach, means for obtaining program income, accounting procedures and revenue projections.
- xi. Proposals shall include a written description of the quality system used by offeror to provide the framework for planning, implementing, and assessing work performed to carry out the required QA and QC activities

b. Environmental Results—Outcomes and Outputs

Identify the expected quantitative and qualitative outcomes of the project (See Section I), including what measurements will be used to track your progress towards achieving the outcomes and how the results of the project will be evaluated. Identify the expected project outputs and how progress towards achieving the outputs will be tracked and measured.

c. Programmatic Capability Past Performance: Submit a list of federally [and/or non-federally if applicable] funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) similar in size, scope and relevance to the proposed project that your organization performed within the last three years (no more than 5 agreements, and preferably EPA agreements) and describe (i) whether, and how, you were able to successfully complete and manage those agreements and (ii) your history of meeting the reporting requirements under those agreements including whether you adequately and timely reported on your progress towards achieving the expected outputs and outcomes of those agreements (and if not, explain why not) and whether you submitted acceptable final technical reports under the agreements. In evaluating applicants under these factors in Section V, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current/prior grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available past performance or past reporting information, please indicate this in the proposal and you will receive a neutral score for these factors (a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you may receive a score of 0 for these factors.

In addition, provide information on your organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and your staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project

d. Attachments: The following attachments will not be counted against the 30 page limitation set forth in Section 4.a. Other attachments will count against the 30-page limit.

1. Resumes (biographical sketch): Provide resumes or curriculum vitae for all principal investigators and any other key personnel.

2. Support Letters (if applicable): Specifically indicate how the supporting organization will assist in the project.

3. Certifications and Disclosures: All required grant certifications and disclosures shall be provided with the application. Certifications and disclosures can be obtained from the Office of Grant and Debarment website at www.epa.gov/ogd

• ASSURANCES NON-CONSTRUCTION PROGRAMS
CERTIFICATION

- CERTIFICATION REGARDING LOBBYING and SF LLL (Applicable if EPA funds are over \$100,000)
- EPA FORM 4700-4 PRE-AWARD COMPLIANCE REVIEW REPORT
- QUALITY ASSURANCE NARRATIVE STATEMENT, if applicable
- COPY OF NEGOTIATED INDIRECT COST RATE AGREEMENT
- KEY CONTACTS FORM
- COMPLETE APPLICATION RECEIPT LETTER (If you want to receive notification of receipt)

B. Submission Instructions for Printed Hard Copy Applications

Submit a complete application including all the supporting documents identified in Section IV.A of this announcement to the following address. The complete application *must be* sent through regular mail, express mail, or a major courier and be postmarked by the closing date identified therein, **December 15, 2009**.

US Environmental Protection Agency
National Risk Management Research Laboratory
ATTN: **Cynthia Johnson** (Announcement EPA-ORD-NRMRL-CI-09-11)
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Because of security concerns, applications cannot be personally delivered. To be considered timely, printed applications must be post marked by 4:30 p.m. local time and mailed to the location above by the U.S. Postal Service or a major courier. Applications post marked after the deadline will not be considered and will be returned to the submitter. Printed hard-copy applications, including all documents stated in Section IV.A., must be submitted in the **original with 4 copies as set forth above** and should be double-sided. Grant application forms can be found at <http://www.epa.gov/ogd/AppKit/application.htm>

C. Submission Instructions for Electronic Applications Using Email

Email submissions must be addressed to johnson.cynthia@epa.gov and include, "ETV AMS Center"—[name of applicant] in the subject line. All required documents listed in Section IV.A of the announcement must be attached to the email as separate Adobe PDF files. Please note that if you choose to submit your materials via e-mail, you are accepting all risks attendant to email submission including server delays. E-mail submissions exceeding 15MB will experience transmission delays which will affect when they are received by the Agency. For these size submissions, applicants should submit their application materials via hardcopy because if they are sent via e-mail they may be received late and not considered for

funding. Applicants submitting their application materials through e-mail should confirm receipt of the materials with the individual identified in Section VII., as soon as possible after submission.

D. Submission Dates and Times

All applications must be postmarked or received electronically via e-mail on or before **December 15, 2009, 4:30 p.m. EST**. Proposals received after the closing date and time will not be considered for funding.

E. Intergovernmental Review

Executive Order 12372, "Intergovernmental Review of Federal Programs," does not apply to the Office of Research and Development's research and training programs unless EPA has determined that the activities that will be carried out under the applicants' proposal (a) require an Environmental Impact Statement (EIS), or (b) do not require an EIS but will be newly initiated at a particular site and require unusual measures to limit the possibility of adverse exposure or hazard to the general public, or (c) have a unique geographic focus and are directly relevant to the governmental responsibilities of a State or local government within that geographic area. If EPA determines that Executive Order 12372 applies to an applicant's proposal, the applicant must follow the procedures in 40 CFR Part 29. The applicant must notify their state's single point of contact (SPOC). To determine whether their state participates in this process, and how to comply, applicants should consult <http://www.whitehouse.gov/omb/grants/spoc.html>. If an applicant is in a State that does not have a SPOC, or the State has not selected research and development grants for intergovernmental review, the applicant must notify directly affected State, area-wide, regional and local entities of its proposal.

EPA will notify the successful applicant(s) if Executive Order 12372 applies to its proposal prior to award.

F. Funding Restrictions:

Funding is anticipated to be up to \$1,000,000 for a one-year project. All EPA funding is contingent upon availability of funds and satisfactory performance during the budget period.

Management Fees: When formulating budgets for proposals/applications, applicants must not include management fees or similar charges in excess of the direct costs and indirect costs at the rate approved by the applicants cognizant audit agency, or at the rate provided for by the terms of the agreement negotiated with EPA. The term "management fees or similar charges" refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for other similar costs that are not allowable under EPA assistance agreements. Management fees or similar charges may not be used to improve or expand the project funded under this agreement, except to the extent authorized as a direct cost of carrying out the scope of work.

G. Partnerships:

EPA awards funds to one eligible applicant as the recipient even if other eligible applicants are named as partners or co-applicants or members of a coalition or consortium. The recipient is accountable to EPA for the proper expenditure of funds. Funding may be used to provide subgrants or subawards of financial assistance, which includes using subawards or subgrants to fund partnerships provided the recipient complies with applicable requirements for subawards or subgrants including those contained in 40 CFR Parts 30 or 31, as appropriate. Applicants must compete contracts for services and products, including consultant contracts, and conduct cost and price analyses, to the extent required by the procurement provisions of the regulations at 40 CFR Parts 30 or 31, as appropriate. The regulations also contain limitations on consultant compensation. Applicants are not required to identify subawardees/subgrantees and/or contractors (including consultants) in their proposal/application. However, if they do, the fact that an applicant selected for award has named a specific subawardee/subgrantee, contractor, or consultant in the proposal/application EPA selects for funding does not relieve the applicant of its obligations to comply with subaward/subgrant and/or competitive procurement requirements as appropriate. Please

note that applicants may not award sole source contracts to consulting, engineering or other firms assisting applicants with the proposal solely based on the firm's role in preparing the proposal/application.

Successful applicants cannot use subgrants or subawards to avoid requirements in EPA grant regulations for competitive procurement by using these instruments to acquire commercial services or products from for-profit organizations to carry out its assistance agreement. The nature of the transaction between the recipient and the subawardee or subgrantee must be consistent with the standards for distinguishing between vendor transactions and subrecipient assistance under Subpart B Section .210 of OMB Circular A-133 , and the definitions of subaward at 40 CFR 30.2(ff) or subgrant at 40 CFR 31.3, as applicable. EPA will not be a party to these transactions. Applicants acquiring commercial goods or services must comply with the competitive procurement standards in 40 CFR Part 30 or 40 CFR Part 31.36 and cannot use a subaward/subgrant as the funding mechanism.

Section V. of the announcement describes the evaluation criteria and evaluation process that will be used by EPA to make selections under this announcement. During this evaluation, except for those criteria that relate to the applicant's own qualifications, past performance, and reporting history, the review panel will consider, as appropriate and relevant, the qualifications, expertise, and experience of:

(i) an applicant's named subawardees/subgrantees identified in the proposal/application if the applicant demonstrates in the proposal/application that if it receives an award that the subaward/subgrant will be properly awarded consistent with the applicable regulations in 40 CFR Parts 30 or 31. For example, applicants must not use subawards/subgrants to obtain commercial services or products from for profit firms or individual consultants.

(ii) an applicant's named contractor(s), including consultants, identified in the proposal/application if the applicant demonstrates in its proposal/application that the contractor(s) was selected in compliance with the competitive Procurement Standards in 40 CFR Part 30 or 40 CFR 31.36 as appropriate. For example, an applicant must demonstrate that it selected the contractor(s) competitively or that a proper non-competitive sole-source award consistent with the regulations will be made to the contractor(s), that efforts were made to provide small and disadvantaged businesses with opportunities to compete, and that some form of cost or price analysis was conducted. EPA may not accept sole source justifications for contracts for services or products that are otherwise readily available in the commercial marketplace.

EPA will not consider the qualifications, experience, and expertise of proposed subawardees/subgrantees and/or contractors during the proposal/application evaluation process unless the applicant complies with these requirements.

H. Modifications to this Announcement:

Modifications to this announcement will be posted on grants.gov under this Funding Opportunity Number and the due date for applications will be extended if deemed appropriate.

I. Confidentiality:

By submitting an application in response to this solicitation, the applicant grants the EPA permission to make limited disclosures of the application to technical reviewers both within and outside the Agency for the express purpose of assisting the Agency with evaluating the application. Information from a pending or unsuccessful application will be kept confidential to the fullest extent allowed under law; information from a successful application may be publicly disclosed to the extent permitted by law.

In accordance with 40 CFR 2.203, applicants may claim all or a portion of their application/proposal package as confidential business information. EPA will evaluate confidentiality claims in accordance with 40 CFR Part 2. Applicants must clearly mark applications/proposals or portions thereof that they claim as confidential. If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant otherwise required by 40 CFR 2.204(c)(2) prior to disclosure. However, competitive

proposals/applications are considered confidential and protected from disclosure prior to the completion of the competitive selection process.

J. Pre-proposal/Application Assistance and Communications:

In accordance with EPA's Assistance Agreement Competition Policy (EPA Order 5700.5A1), EPA staff will not meet with individual applicants to discuss draft proposals, provide informal comments on draft proposals, or provide advice to applicants on how to respond to ranking criteria. Applicants are responsible for the contents of their applications/proposals. However, consistent with the provisions in the announcement, EPA will respond to questions from individual applicants regarding threshold eligibility criteria, administrative issues related to the submission of the proposal, and requests for clarification about the announcement. The point of contact for questions is identified in Section VII. Answers to questions will be posted as set forth in Section VIII.

V. APPLICATION REVIEW INFORMATION

Each application that meets the eligibility requirements set forth in Section III will be subjected to technical and programmatic reviews. The technical review will be conducted by one EPA reviewer and two external reviewers who are able to demonstrate expertise and a lack of any conflict of interest. The purpose of the technical review is to evaluate the merit of the proposal and the capability of the applicant to complete the project as proposed. The programmatic review will be conducted by other qualified EPA personnel who are able to demonstrate a lack of any conflict of interest. The purpose of the programmatic review is to evaluate the applicant's past performance in conducting projects of similar size, scope and relevance.

A. Evaluation Criteria:

Each eligible proposal will be evaluated according to the criteria set forth below. Applicants should directly and explicitly address these criteria as part of their proposal submittal. Each application will be rated under a points system, with a total of 100 points possible.

The following criteria will be used in the evaluation process:

Criteria	Points
1. <u>Project Summary/Technical Approach</u> : Under this criterion, the Agency will evaluate the following factors: (i) the extent and quality of how the proposal narrative includes a well-conceived strategy addressing all the requirements in Section I, Part B (Scope of Work) and Part C (EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs), including how it will conduct the verification partner organization activities and responsibilities, develop protocols with quality assurance provisions; solicit vendors participation, perform verification testing and facilities equipment, etc (15) .; (ii) Description of staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project. Proposal should address both key and support personnel, including formal education, training, licenses, or other relevant training as it relates to expertise in conducting and/or overseeing environmental technology verifications (10) ; (iii) the extent and quality to which the proposal's goals are realistic and will be actually implemented by project end (10) ; (iv) the proposal sets forth a reasonable time schedule for the execution of the tasks associated with the project(s) and describe the phase in plan to ensure Center is fully operational within 90 calendar days of award (5) .	40
2. <u>Environmental Results—Outcomes and Outputs</u> : Extent and quality to which the proposal describes the evaluative component of the project, including how the applicant's success in achieving the expected project outcomes and outputs, including technical specifics identified in Section I, will be tracked and measured.	20

3. Budget/Resources: The proposed project budget is appropriate to accomplish the proposed goals, objectives, and measurable environmental outcomes. The budget also provides an approximation of the percentage of the budget designated for each major activity. Applicants will also be evaluated based on the extent they provide an effective and realistic plan for: (i) generating program income, including how they will support the program should EPA funding not be made available; (ii) how they will coordinate the use of EPA funding with other Federal and/or non Federal sources of funds to leverage additional resources to carry out the proposed project(s) and how EPA funding will complement activities relevant to the proposed project(s) carried out by the applicant with other sources of funds or resources. 20

If EPA accepts an offer for a voluntary cost share applicants must meet their cost sharing commitment as a condition of receiving EPA funding. Applicants may use their own funds or other resources for voluntary match or cost shares if the standards at 40 CFR 30.23 or 40 CFR 31.24, as applicable, are met. Only eligible and allowable costs may be used for voluntary cost shares. Other Federal grants may not be used as voluntary cost share. Program income cannot be used as a voluntary cost share.

Any form of proposed leveraging that is evaluated under a section V ranking criteria must be included in the proposal and the proposal must describe how the applicant will obtain the leveraged resources and what role EPA funding will play in the overall project.

4. Past Performance—Programmatic Capability and Reporting on Environmental Results: Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project taking into account the applicant's: (i) past performance in successfully completing and managing the assistance agreements described in Section IV.A.4.b of the announcement, (ii) history of meeting the reporting requirements under the assistance agreements described in Section IV.A.4.b of the announcement including whether the applicant submitted acceptable final technical reports under those agreements and the extent to which the applicant adequately and timely reported on their progress towards achieving the expected outputs and outcomes under those agreements and if such progress was not being made whether the applicant adequately reported why not, (iii) organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and (iv) staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project. Note: In evaluating applicants under this criterion, the Agency will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). If you do not have any relevant or available past performance or past reporting information, please indicate this in the proposal and you will receive a neutral score for these subfactors (items i and ii above—a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you may receive a score of 0 for these factors. 20

NOTE: In evaluating applicants under this criterion, the Agency will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). Applicants with no relevant or available past performance or reporting history will receive a neutral score for this criterion.

B. Review and Selection Process

Each proposal will be evaluated by a technical (peer) review team using the evaluation criteria described above. Peer Review shall be conducted in accordance with 40 CFR 40.150 and ORD policies and procedures manual. Proposals for research and development that are found administratively acceptable and relevant shall be reviewed for technical merit by at least one internal EPA reviewer and at least two non-EPA peer reviewers who are able to demonstrate both technical expertise and a lack of any conflict of interest. All reviewers will be required to sign a COI certification and all materials shall be returned to EPA. All final decisions will be made by EPA. By submitting an application in response to this announcement, you are acknowledging your concurrence to have your proposal peer reviewed. The Agency reserves the right to obtain three peer reviews on non-research if it deems that doing so is beneficial to determining the technical merits of the project.

Each proposal will be given a numerical score and will be rank-ordered according to the numerical score. Preliminary funding recommendations will be provided to the Approving Official based on this ranking.

C. Other Factors

Final funding decisions will be made by the Approving Official based on the rankings and preliminary recommendation of the EPA evaluation team. In making the final funding decisions, the Approving Official may also consider programmatic priorities. Once final decisions have been made, a funding recommendation will be developed and forwarded to the EPA Award Official.

VI. Award Administration Information

A. Award Notices: Notice of award will be made in writing by an official in the EPA Grants and Interagency Agreement Management Division. Preliminary selection by the Decision Official in the Office of Research and Development does not guarantee an award will be made. Applicants are cautioned that only a grants officer can bind the Government to the expenditure of funds. No commitment on the part of EPA should be inferred from technical or budgetary discussions with an EPA Program Official. A Principal Investigator or organization that makes financial or personnel commitments in the absence of a grant or cooperative agreement signed by the EPA Grants Award Official does so at their own risk.

B. Disputes: Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) which can be found at http://frwebgate.access.gpo.gov/cgi-bin/getpage.cgi?position=all&page=3629&dbname=2005_register

Copies of these procedures may also be requested by contacting the Agency Contact identified in Section VII.

C. Administrative and National Policy Requirements:

Regulations and OMB Coverage:

Grants and agreements with institutions of higher education, hospitals, and other non-profit organizations are subject to 40 CFR Parts 30 and 40, and OMB Circulars A-122 for non-profits (codified at 2 CFR Part 230) and A-21 for institutions of higher learning (codified at 2 CFR Part 220).

Grants and agreements with state, local, and tribal governments are subject to 40 CFR Parts 31 and OMB Circular A-87 (codified at 2 CFR, Part 225).

Animal and Human Subject Research:

a. Human Subjects: A grant applicant must agree to meet all EPA requirements for studies using human subjects prior to implementing any work with these subjects. These requirements are given in 40 C.F.R. § 26. Studies involving intentional exposure of human subjects who are children or pregnant or nursing women are prohibited by Subpart B of 40 CFR Section 26. For observational studies involving children or pregnant women and fetuses please refer to Subparts C & D of 40 CFR Section 26. U.S. Department of Health and Human Services regulations at 45 CFR § 46.101(e) have long required "... compliance with pertinent Federal laws or regulations which provide additional protection for human subjects." EPA's regulation 40 C.F.R. Part 26 is such a pertinent Federal regulation. Therefore, the applicant's Institutional Review Board (IRB) approval must state that the applicant's study meets the EPA's regulations at 40 CFR § 26. No work involving human subjects, including recruiting, may be initiated before the EPA has received a copy of the applicant's IRB approval of the project and the EPA has also provided approval. Where human subjects are involved in the research, the recipient must provide evidence of subsequent IRB reviews, including amendments or minor changes of protocol, as part of annual reports.

b. Animal Welfare: A grant recipient must agree to comply with the Animal Welfare Act of 1966 (P.L. 89-544), as amended, 7 U.S.C. 2131-2156. The recipient must also agree to abide by the "U.S. Government Principles for the Utilization and Care of Vertebrate Animals used in Testing, Research, and Training." (50 Federal Register 20864-20865 (May 20, 1985))

* This clause applies if a research facility (defined as any school (except elementary or secondary), institution, organization or person) receives funds under a grant from a federal agency for the purpose of carrying out research, tests, or experiments involving animals.

Data Access and Information Release: The Office of Management and Budget (OMB) Circular A-110 has been revised to provide public access to research data through the Freedom of Information Act (FOIA) under some circumstances. Data that are (1) first produced in a project that is supported in whole or in part with Federal funds and (2) cited publicly and officially by a Federal agency in support of an action that has the force and effect of law (i.e., a regulation) may be accessed through FOIA. If such data are requested by the public, the EPA must ask for it, and the grantee must submit it, in accordance with A-110 (codified at 2 CFR Part 215) and EPA regulations at 40 C.F.R. 30.36.

DUNS Number: Grant applicants are required to provide a Dun and Bradstreet (D&B), Data Universal Numbering System (DUNS) number when applying for Federal grants or cooperative agreements. OMB has determined that there is a need for improved statistical reporting of Federal grants and cooperative agreements. Use of the DUNS number government-wide will provide a means to identify entities receiving those awards and their business relationships. The identifier will be used for tracking purposes, and to validate address and point of contact information.

A DUNS number will be required whether an applicant is submitting a paper application or using the government-wide electronic portal (Grants.gov). The DUNS number will supplement other identifiers required by statute or regulation, such as tax identification numbers. Organizations can receive a DUNS number in one day, at no cost, by calling the dedicated toll-free DUNS Number request line at 1866B705B5711. Individuals who would personally receive a grant or cooperative agreement award from the Federal government apart from any business or non-profit organization they may operate are exempt from this requirement. The website where an organization can obtain a DUNS number is:

<http://www.dnb.com>

Non-profit Administrative Capability: Non-profit applicants that are recommended for funding under this announcement are subject to pre-award administrative capability reviews consistent with Section 8b, 8c and 9d of EPA Order 5700.8 - Policy on Assessing Capabilities of Non-Profit Applicants for Managing Assistance Awards

(http://www.epa.gov/ogd/grants/award/5700_8.pdf). In addition, non-profit applicants that qualify for funding, depending on the size of the award, may be required to fill out and submit to the Grants

Management Office the Administrative Capabilities Form with supporting documents contained in Appendix A of EPA Order 5700.8.

D. Programmatic Terms and Conditions: Terms and conditions will be negotiated with the selected recipient covering the following requirements:

- The nature and extent of collaboration between EPA and the recipient.
- OBM clearance shall be obtained prior to the collection of identical information from 10 or more non-Federal respondents with cooperative agreement funds.

Reporting Requirements:

1. Quarterly Progress Report

Quarterly progress reports and a detailed final report will be required. Quarterly reports shall be submitted no later than 15 calendar days after the end of the quarter and shall contain the following:

- Narrative discussion of activities conducted during the quarter and progress and findings to date;
- Expenditures/schedules (planned and actual) (including any subsistence expenses to non-federal attendees);
- Revised schedule/milestones if appropriate;
- Appendices, including meeting reports, trip reports, etc.

2. Final Report

The final report shall be completed within 90 calendar days of the completion of the period of performance. The final report should include: summary of the project or activity, advances achieved and expenditures of the project or activity. In addition, the final report shall discuss the problems, successes, and lessons learned from the project or activity that could help overcome organizational or technical obstacles to implementing a similar project elsewhere.

3. Quality Assurance Management Plan

A quality assurance management plan shall be submitted by each Center within 90 calendar days post award of this agreement. ETV quality assurance guidance is located in the ETV QMP, Section 2.0. Recipients shall submit a Center QMP prepared in accordance with the EPA Requirements for Quality Management Plans (QA/R-2) and the requirements as described in the latest version of the ETV QMP. The QMP must be approved by the ETV center project officer and EPA center quality manager before testing begins. Awardees that intend to perform verifications through contracts or subcontracts with other organizations shall ensure that EPA quality requirements and controls incumbent upon the awardee are passed to and complied with by its contractors or subcontractors. Accordingly, agreements between the verification organization and its contractors shall require compliance with the programmatic ETV QMP, the verification organization's QMP, and other relevant QA requirements.

4. ETV Database Reporting

- a. The cooperator shall provide quarterly input to EPA database for tracking stakeholders, progress by technology category, annual cost information, outcomes, and other reporting as requested.

b. Outcomes Database Reporting. The cooperator shall populate the outcomes modules on a quarterly basis by providing updates of outcomes, such as pollutant and emission reduction, resource conservation, financial and economic regulatory compliance, technology use and acceptance and scientific advancement. It will include a module to track incidents when each Center learns of ETV impacts.

VII. AGENCY CONTACT

The agency contact for this RFA is Cynthia Johnson, NRMRL/IO, 26 W. Martin Luther King Drive, Cincinnati OH 45268; telephone (513) 569-7873
E-mail: johnson.cynthia@epa.gov

VIII. OTHER INFORMATION

Questions about this RFA should be submitted in writing by email by **November 9, 2009**. Do not attempt to seek information regarding this RFA from any source other than that identified in Section VII. Questions that are considered significant will be answered via a posting to ORD/NRMRL's website at the following URL:

<http://www.epa.gov/nrmrl/tech/funding.html>

Modifications: All changes to the RFA's content will be done so by official amendment. All amendments will be posted at the following URL:

<http://www.epa.gov/nrmrl/tech/funding.html>

All references to applicant in this solicitation refer to organizations submitting proposals. References to successful applicant refer to the recipient organization that will be awarded the cooperative agreement.